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Records 2-3

STANDARD FORM NO. 64

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# *Office Memorandum* • UNITED STATES GOVERNMENT

1412

TO : Acting Personnel Director, Personnel Office DATE:

FROM : Chief, Administrative Service

SUBJECT: Records Maintenance and Disposition Problems in the Personnel Office

This brief, factual report is submitted in the cause of more efficient and effective maintenance and disposition of the Agency's personnel records. The facts were gathered during the inventorying of the records of your Office by analysts of the Records Management and Distribution Branch. This Branch will assist in any way possible in carrying out any recommendations suggested in this report.

[redacted] 25X1A9a

Attachments: 2
1 - Factual Report
2 - Nat'l Archives Schedule No. 1

Not Submitted

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